

# Little Traverse Bay Bands of Odawa Indians

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## Job Posting

<b>Job Title:</b>	<b>LICENSED PROFESSIONAL COUNSELOR</b>
<b>Department:</b>	Substance Abuse
<b>Reports To:</b>	Substance Abuse Director
<b>FLSA Status:</b>	Exempt
<b>Salary Range:</b>	<b>\$31,475 to \$42,584</b>
<b>Level:</b>	<b>4</b>
<b>Open Date:</b>	<b>October 22, 2010</b>
<b>Closing Date:</b>	<b>November 12, 2010</b>

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### SUMMARY

Under the direction of the Department Director, assesses individual client needs; develops and implements individualized treatment programming; monitors progress toward specific goals and objectives; participates in case staffing and utilizes case management; conducts individual, family, couples, and group therapy sessions with all age groups; is established as a provider with Blue Cross/Blue Shield or able to be credentialed as a Blue Cross/Blue Shield provider.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Clinician must know the twelve core functions of counseling which include:

- Screening/Intake/Orientation – Determine eligibility for admission into treatment, identifying critical demographic information and providing a description of services to the client, administer psychological tests, score, interpret and write psychological reports.
- Assessments – Clinician must be proficient in interviewing, assessment and making appropriate recommendations utilizing DSM-IV TR and ASAM criteria via bio-psychosocial assessment tools based on clinical judgment and diagnostic experience.
- Treatment Planning – Based on the assessment, clinician and client must develop a client centered treatment plan and transition plan together to address issues requiring resolution strategies and identify client strengths and resources to be utilized.
- Therapy/Counseling – Clinician will be competent in providing therapeutic skills to assist clients achieve goals and objectives through various methods of theoretic approaches, always appropriate for the client and particularly culturally sensitive to the LTBB clients.
- Progress/Reports and Recordkeeping – clinician will monitor the progress of the person served in a timely fashion by written documentation in the client's chart. This progress note will be clear, legible, concise and understandable.
- Case Review/Continued Care – Clinician will collaborate with supervisor and department staff through a regular case review process in order to provide quality care to the person served.

- Case Management/Referrals – Clinician will collaborate with other department staff (mental health, substance abuse and prevention) and with any other treatment provider with consent of person served to provide quality services. Clinician serves as the case manager for the person served. Appropriate referrals will be made and monitored when the therapist or department cannot meet the needs of the person served.
- Crisis Intervention – Clinician will be able to assess and respond to the needs of the person served when they may experience acute, emotional problems and/or distress.
- Education – Clinician will consistently provide information in order to educate clients and family that will help them to achieve treatment goals.

#### **OTHER DUTIES**

- Clinician will participate in multi-disciplinary team on behalf of the person served.
- Clinician will utilize clinical supervision as directed.
- Clinician will participate in professional development in order to maintain credentials.
- Clinician will assist the person served to identify and develop support network and be willing to advocate on behalf of the client.
- Clinician will provide required documentation to appropriate referring agencies as directed. Clinically testify in court when required.
- Clinician will maintain strict confidentiality of the records of persons and families served by adhering to Federal, State and Tribal laws.
- Clinician will maintain professional and ethical behavior at all times.
- Clinician will participate in department activities and/or gatherings as a means of providing a cultural experience for clientele and their families, plus providing education activities as alternative interventions and prevention methods to promote making of healthy choices.
- Assist Department Director in program development by observing and reporting on program structure and effectiveness as it relates to CARF accreditation.
- Clinician must be willing to be flexible in scheduling according to the needs of the person served.
- Clinician must be willing to make home and correctional facility visits when necessary.
- Clinician must be knowledgeable of substance abuse and psychiatric disorders as co-occurring diseases.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of both psychiatric and substance abuse and skills regarding diagnosis and treatment. Knowledge of various therapeutic skills, techniques and methods to suit the specified needs of the person served, utilizing various theories of psychology such as existential, person centered, evidence-based, strength based, cognitive-behavioral and if appropriate, tribal healing methods. Knowledge of the basic structure of the criminal justice system and/or the system to assist the person served with disabilities. Knowledge of working with Native American individuals and their families, including development across the lifespan. Skill in preparing comprehensive case reports and other required documentation. Skills in basic computer operations such as Microsoft Word and other computer driven software. Clinician must have ability to establish rapport with individuals requiring therapy and must communicate effectively with clients and with department staff and with various outside agencies. Clinician must have excellent oral and writing skills. If a recovering alcoholic or addict must have 4 years of sobriety.

#### **EDUCATION and/or EXPERIENCE**

Required:

- Licensed Professional Counselor or Masters of Social Work Degree from an accredited college or university,
- Clinical hours completed for Licensure in State of Michigan,
- Minimum of one year experience under clinical supervision.

Preferred:

- License to practice in State of Michigan,

#### **COMMENTS**

Indian Preference will apply. Clinician is required to complete continuing education required to maintain licensure, once obtained. Must possess a valid State of Michigan driver's license. Applicants must pass a full background check.

